

United States Environmental Protection Agency

Region 9

Application Kit



Revised 4/10/07

If the individual you list under "name and telephone number of the person to be contacted for matters involving this application" is not the Project Manager (i.e., the person who will be our contact for technical matters if the application is funded) provide the name, title, address and telephone number of that person on the Key People List. **An Email Acknowledgment will be sent to the Program/Project Director, listed on page 1 of the SF424, upon receipt of your application by EPA.**

Item 6: Employer Identification Number (EIN) is also known as The Taxpayer Identification Number and must be provided.

Item 7: If the applicant is a non-profit organization, indicate your IRS classification. Organizations classified under 501(c)(4) of the Internal Revenue Code of 1986, which engage in lobbying activities, are not eligible for Federal financial assistance.

Item 9: Insert the name of the EPA program person from whom you have received pre-application assistance. This ensures that your application will be routed to the appropriate EPA office for review.

Item 10: List the EPA Catalog of Federal Domestic Assistance (CFDA) number and title of the program/project for which you are applying. Refer to the general Website: <http://cfda.gov> and Search For Assistance Programs (HTML) by Agency - Environmental Protection Agency.

Item 11: Provide a brief description of the proposed program or project. A detailed description is included in the workplan or project narrative.

Item 13: The proposed project start date and ending date should reflect the amount of time required to complete the entire work plan specified in the Application. The start date should be at least sixty days after the submission date of the final application package to EPA.

Item 14a: Enter the congressional district number where the applicant's office is located. **14b:** Enter the congressional district number(s) affected by the program/project. If every district within the State is affected, enter "Statewide."

Item 15: The amounts under "Estimated Funding" are the amounts of federal dollars requested including any amounts to be contributed by the Applicant or other parties during the budget and project periods.

Item 16: Executive Order 12372 and EPA's implementing regulation, 40 CFR Part 29, sets forth the Agency's obligations and procedures for consulting with and responding to views expressed by State and local officials on proposed EPA direct development activities and applications submitted for EPA financial assistance. The EPA program/project for which you are applying may be subject to your State's intergovernmental review process. You must contact your State's Single Point of Contact (SPOC) to determine if the grant program was selected for coverage by the State process. The Office of Management and Budget maintains a list of SPOCs at this site: <http://www.whitehouse.gov/omb/grants/spoc.html>

Section A - Budget Summary

Columns (a), (b), (c), (d), are not required. Complete columns (e), (f), and (g). Complete column (c) if applying for unobligated federal funds from a prior grant budget (amount must correspond with the unobligated balance of Federal funds reported on your Financial Status Report).

Section B - Budget Categories

Enter the amounts for the COMBINED Federal and non-Federal funds distributed by object class categories under column (5) "Total." Columns (1) - (4) may be used to separately identify the amount of Federal funds, recipient matching contribution, supplemental funds, etc. Column (5), line k total should be the same as the total amount shown on the SF-424 facesheet under item 15g.

A detailed budget breakdown of column (5) "Total" by object class categories must be prepared and submitted with the application. A sample budget breakdown is attached. (Other formats may be used.) Refer to our Instructions under Section F - Other Budget Information.

Section C - Non-Federal Resources

Complete only if other sources of non-Federal funds are budgeted for your project. Amounts should agree with the amounts budgeted under item 15 on the SF-424 facesheet. Refer to the pre-printed instructions for this item on the SF-424A.

Section D - Forecasted Cash Needs

Optional. Refer to the pre-printed instructions for this item on the SF-424A

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

Optional. Refer to the pre-printed instructions for this item on the SF-424A.

Section F - Other Budget Information. Guidance for completing a Detailed Budget to Supplement Standard Form 424A, Section B - Budget Categories.

A separate, detailed budget is required and must be attached to your Application. Follow the guidelines below to support the amounts budgeted under the following object class categories on the SF-424A:

Line 6a- **Personnel**. List all participants in the program/project by position title, estimated time on the project, and salary during the project period.

Line 6b - **Fringe Benefits**. Identify the fringe benefit percentage and apply the percentage to the estimated personnel costs.

Line 6c - **Travel**. If travel is budgeted, indicate the general purpose of the travel (e.g., in-State/local travel and out-of State travel), number of travelers, destination and estimated costs per trip.

Line 6d - **Equipment**. List all equipment to be purchased and include estimated costs for each item. The Federal government defines equipment as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Property, which does not fall into this category, should be listed as supplies, unless your organization defines equipment at a lower threshold by policy.

Line 6e - **Supplies**. Identify the estimated costs for general materials and supplies (i.e. office supplies).

Line 6f - **Contractual**. List and describe each proposed contractual service, the proposed procurement method (i.e. small purchase, formal advertising, competitive negotiations/RFPs, or non-competitive negotiations/sole source), and the estimated cost of each contract. EPA may require review of contracts prior to their execution to assure all costs are reasonable and necessary to the program/project. Applicants should review EPA's regulations concerning procurement and the need to provide justification for sole source agreements, and documentation of cost and/or price analysis for contracts and other agreements.

Line 6g - **Construction**. List proposed construction contracts under item 6f - Contractual.

Line 6h - **Other**. List all other direct costs, which are not included in the above categories (i.e. telecommunication expenses, training, etc.).

Line 6j - **Indirect Charges**. Provide an explanation of how indirect charges were calculated for the program/project. Identify the type of indirect cost rate (provisional, predetermined, final or fixed), the Federal Agency with whom your rate is negotiated, the rate that is in effect during the grant period and the base to which the rate is applied.

Indirect costs are allocable to an EPA grant only if supported by an Indirect Cost Rate Agreement, Cost Allocation Plan, or Indirect Cost Rate Proposal as detailed in OMB Circulars A-87, A-122, and A-21, depending on your organizational type. States, Tribes and educational institutions must submit a copy of their current Negotiated Indirect Cost Rate Agreement to EPA with their application.

Line 7 - **Program Income**. If any income is expected to be generated from your program/project, describe the nature, source and estimated amount. Examples of program income include registration fees collected, income from the sale of products produced under a grant, and rental fees generated from equipment purchased with grant funds. The EPA project officer will negotiate the use of the program income with your agency in accordance with Federal regulations.

An example of a properly completed budget detail is included with this document.

